



**STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
PO Box 45811, Olympia WA 98504-5811**

December 12, 2003

TO: All Potential Bidders

FROM: Christy Hoosier, RFP 0334-134 Coordinator
DSHS Central Contract Services
(360) 664-6077

SUBJECT: Amendment No. 2 – Clarifications and Answers to Bidders' Questions
RFP 0334-134 ADSA Innovations in Aging Services and Family Caregiver Support

Clarifications

1. Please note that as a potential bidder you are to limit all communications to the RFP Coordinator. Failure to comply with this requirement may disqualify you or your firm.
2. DSHS realized that some potential bidders may have received a copy of Amendment 1 that states in # 8 last sentence gives an example of indirect costs "Examples of indirect costs include, electricity, rent, Executive Director." Please replace this with the following "Examples of indirect costs include, electricity, rent, and phones."

DSHS Answers to Bidders' Questions

Note: These DSHS Answers to Bidders' Questions may only explain or clarify some aspect that is already addressed in the RFQQ. But some of the answers may also supplement or change what was previously stated in the RFQQ or in an exhibit.

Therefore it is important that bidders review all questions and answers, and not just those which they may have submitted.

1. For projects involving services to unpaid caregivers, do we need a letter of support from the Family Caregiver Support Program or do we just indicate how we will work with them in our proposal?

A letter is not required. However, in order for the proposal reviewers to see evidence of collaboration between an agency and the Family Caregiver Support Program (FCSP), a letter of support from the FCSP is highly advisable.

2. Do we need to submit proof of our 501(c)(3) status with our proposal?

No, however for the winning proposals, proof will be required during the contract process.

3. On page 14 under Section IV: Budget, a reference is made to the work plan completed in Section III, 5.6. However, no Section III.5.6. is included in the RFP.

On page 14, Section IV, Budget, the statement referred to the work plan in Section III 5.C. Instead, the statement should have referred to the work plan completed in Section II. 5.C.

4. Please define administrative costs. For example, is the staff person who directs the work of the project and ensures contract requirements are met an administrative cost?

The staff person who directs the work of the project and ensures that the contract requirements are met would be covered under personnel costs and not included in the administrative or indirect costs. See below for the definition of indirect costs.

The term administrative costs has been changed to indirect costs. (Please see Amendment 1-Corrections to RFP Document #8). These costs cannot exceed ten percent. Indirect costs include those administrative costs that cover overhead expenses that are not directly compensated through payment for the services involved with the particular project. Examples of indirect costs include, electricity, rent, etc.

5. **Regarding the sixth category: Services Serving Older Caregivers of Adults with Developmental Disabilities.**

A. Do individuals have to be clients of Aging and Disability Services Administration (ADSA) or of the Division of Developmental Disabilities (DDD)?

NO

B. Do caregivers have to be parents?

YES

C. What is the age of parental caregivers to become eligible?

The parental caregivers are to be age 60 and over caring for a child age 18 and over.

6. We are seeking to provide health promotion to ethnic elders living in public housing--a population that has not been served (due to lack of funding for translators/interpreters) by health promotion activities during the past 2.5 years under a U.S. Department of Housing and Urban Development grant, which ends December 31, 2003. Does this qualify as a new population?

Yes, if they have not been previously served. Please keep in mind grant funds will not be used to replace baseline funding for existing programs or for existing program service costs.

7. We are proposing a new focus for health promotion that emphasizes falls prevention, a walking program, and medication safety. Our previous program concentrated on blood pressure screening, nutrition, and smoking cessation. Does this qualify as an innovative service? If this is an innovative service, are we limited to serving ethnic elders or would other seniors in public housing be eligible?

If the health promotion services/activities have not previously included falls prevention, walking, and medication safety, this could be appropriate for funding. We would want assurances that medication safety is not being paid for through the various other funds available through the AAAs for medication management. No, please see page 2 for targeted populations.

8. Is the project funded with federal dollars? If state dollars are provided, are they already being used as a state/local match for federal funds, or, will they be free to use as a state/local match for federal funds by the local contractors?

The project is funded with federal dollars from the Older Americans Act/U.S. Administration on Aging. State dollars can certainly supplement this project. The RFP does not require a state/local match. However, in-kind contributions of staff time and other resources from partnering programs/agencies are expected. Applicants are encouraged to identify and leverage opportunities that will enhance the impact of their project. This may include donation of supplies and other resources, cost sharing to support shared staff positions and other activities that are directly related to the project.

9. A. I have a question regarding the target population for this RFP, the Healthy Aging focus. It is my understanding that the OAA revisions allow Area Agencies on Aging to serve adults with disabilities who have Medicaid funding.

I have not seen anything in the OAA revisions indicating that we can use OAA funding to serve adults under the age of 60 with disabilities regardless of whether or not they receive Medicaid services. OAA funds can be used to serve parental caregivers over age 60 who care for developmentally disabled adults aged 19-60, but this is different than serving “adults with disabilities who have Medicaid funding.”

B. Adults with disabilities have many health issues related to aging with a disability that begin well before age 60. Could these issues be addressed in a direct service proposal for this RFP, or must the focus be only on individuals age 60 and above?

The focus must be on individuals 60 and above.

C. Similarly, could a project which centered around developing awareness and an environment that would facilitate and support healthy aging concepts (page 21) have a focus that included adults with disabilities who were not yet 60?

No the focus has to be on individuals age 60 and over.

D. Due to previous neglect of health promotion by both service providers and health care providers, adults with disabilities may suffer preventable health problems earlier than adults in the non-disabled population. It would seem that earlier attention is needed in order to prevent these problems. I can see that adults of all ages with disabilities are increasingly being included in the focus of AAA's, but it is not clear to me if they may be included as a focus for this project. I am primarily interested in adults who have developmental disabilities.

Agreed, but this RFP is not the vehicle for serving this population as it is funded through the Older Americans Act.

10. **A.** We read the emphasis of population served as primarily either elderly or the caregivers for the various populations listed. Our focus would be on adults with development disabilities but primarily those from ages 21-45; does this preclude us from applying or significantly diminish our possibility of funding?

Category six-Services Serving Older Caregivers of Adults with Developmental Disabilities-is the one category that can serve adults in the age group of 18-59. For the other categories, due to the restrictions of the federal funding source-the Older Americans Act-the care recipient must be over the age of 60, unless the caregiver is a grandparent or relative caring for a child under the age of 19, which is relevant for category 5, Kinship Care Legal Services.

B. Would our objective of reducing depression for this population (and the positive benefits that caregivers would see as a result) be of sufficient interest?

If the individuals were over the age of 60, then the second category, Support Services for Depression, would be appropriate. And the focus on serving under 60 care recipients is based on providing services to the caregiver.

11. I also have some questions about the reference to person centered planning, which the RFP mentions. At this time I do not know if this service is available. You may know of Person Centered Planning in other regions. Please let me know where it is happening?

Person centered planning is a process to develop a plan for the person regarding future wants and needs. Currently there are several types of plans that achieve that end and several people trained with those skills. WISE does plans for both employment and residential objectives (with most emphasis on employment), King County has several people it uses to do plans, as does O'Neill and & Associates. People have differing needs for planning and some want a full-blown extensive plan, while others merely want someone to help them think through future needs. The RFP could be used to develop skills for such planning around people who are living with older caregivers.

12. **A.** What organizations or groups, serving Grant, Adams, or Lincoln counties, has your agency contracted with to provide Kinship Care Legal Services over the past five years?

To date, Aging and Disability Services Administration has not contracted with any organization or group serving any county in the state to provide Kinship Care Legal Services over the past five years.

B. Have you ever contracted with a federally recognized Community Action Agency for this specific service? If yes, which agency?

No.

13. Our agency is interested in submitting proposals for two programs. The proposals aren't really similar enough to offer the possibility of coordination (two different subject areas as well) I assume that it will not reflect badly on the agency if two proposals are sent?

You are correct. Applicants are permitted to submit up to two proposals, yet only one per project category.

14. Our timeline for the (proposed) project is to get sites up and running by the summer. We were thinking of applying for the ADSA money to partially fund the sites. Will this be too late for your timeline?

The selected grantees must show that they can begin their proposed project by the designated grant agreement start date. Projects must achieve significant progress toward meeting the project's goals by the end of the sixth month.

15. **A.** We have a two-year pilot project underway for a very rural (senior) population. The entire first year and half of the second year project support have been met by the Washington Health Foundation and the Washington State Dept. of Health. We are seeking a third funding partner to complete the external budget support. Because it is current, I am compelled to inquire about our eligibility. On page 15 of your RFP document when discussing budget exclusions it mentions no funds available for "pre-existing services". Do you interpret that to include new projects that are already underway?

Any proposal submitted for this RFP must meet the test of proposing a new innovative service or providing an existing effective service to a new unserved population, adapted for that new population. Unfortunately, services and projects that began before RFP 0334-134 will not qualify unless a new population is served.

B. Also in the narrative is the implication that funds must be applied to Jan.-Dec. 2004 only. The funding that we are currently in need of applies to the second year of the project, which is July 2004-June 2005. Would your contract parameters allow us to stretch the application of funds into 2005?

We are not able to extend the time period in which the funding must be spent. We expect to contract for services from January 31, 2004 until January 31, 2005.

16. Must all the services be just for Medicaid eligible folks?

No, Medicaid eligibility is not a requirement for the persons who will be served through these projects. On page two of the RFP you will see that one of the possible target groups for the proposed services includes older individuals with the greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas).

17. Does the application need to be in your hands at close of business (COB) on December 29-not postmarked 12/29.

The application must be received no later than COB (5:00 pm) on December 29, 2003.

You may submit the proposal either by mail or by hand delivery.

Mailing of Proposal

Hand Delivery of Proposal

DSHS/Central Contract Services

DSHS/Central Contract Services

Attention: Christy Hooiser RFP Coordinator

**PO Box 45811
Olympia, WA 98504-5811**

**Blake Office Park
4500 Tenth Ave., SE 2nd Floor
Lacey, WA 98503**

18. Is the delivery address for FEDEX the same as the hand delivery address?

YES

19. Is the Central Contract Services office open and accepting delivery on December 26?

YES, until 5:00.

20. The RFP states that applicants may submit only one project per category. Can an organization be a partnering program even a subcontractor on more than one project per category? Will you only fund on project per category?

The only restrictions apply to the grant applicant agency whereby no more than two proposals can be submitted and only one per project category by any given applicant. No restrictions are in place for how many projects one subcontractor agency can participate with.

21. Will you favor new projects over expansions?

No. The criteria for innovation covers both the creation of new programs as well as serving a currently un-served population with an existing, effective, service, adapted for the new population.

22. Are you planning to fund one project in each of the six areas? Or is it possible that more than one project in an area will be funded?

The intention is to fund quality programs in as many of the six areas as possible. If we do not receive proposals in all of the areas and the total budget requests from the other potential award applicants do not exceed \$200,000, we will consider funding more than one project in a given category.

23. May the person who will direct the work be a volunteer?

The decision is left up to the agency directing the project whether or not the person directing the work should be paid or is a volunteer. It is however good planning to ensure that should the volunteer need to leave their directing position that there is back up by others to take up where the volunteer left off.

24. Do fringe benefits qualify as “indirect” costs?

If the fringe benefits are connected to staff who are involved with the project, include these benefits along with their salaries as one line item under the Personnel category.

Then in the budget narrative, list the staff positions , their individual salaries and benefits, along with the percentage of their FTE time that will be allocated to the project. Please combine each staff person’s salaries and benefits together. For example, the project director’s salary and benefits would be listed together.

25. May a portion of the funds go toward purchase of such items as pedometers and other incentive-building items? Are leasing and/or allocated costs of equipment (computers, printer) okay to include as indirect?

Items such as pedometers and other incentive building items deemed necessary for the project would be listed under supplies under line item for the Operating budget category. In the budget narrative list the cost and number of such items.

Yes, leasing of equipment should be as part of the indirect cost, which is limited to ten percent of the total budget.

26. May we use the Tribal designation of elders (age 55 and older) to equal older individuals?

Staff checked with the Administration on Aging and since the funds for these grants are derived from Title IIIB and Title IIIE Older Americans Act funds, the state is not permitted to lower the age requirement below 60 years of age for the designation of elder. If the grant funds were from Title VI, then the designation of elder could be 55 years and older.

27. If letter of Intent says Healthy Aging and the applicant would like to change to another category is that okay?

Yes, however, when the change to another category is known, please inform the RFP Coordinator of the change.

28. Project sustainability. What extent are you looking at the project's continuation?

It will be important to the proposal reviewers to see the planning that the applicant has applied to thinking about the project's sustainability after the proposal funding ends. We describe steps that can be included in the future planning for the project on page 14, under Section III, #4.

29. If some categories do not have proposals will funding move to other categories?

Our intention is to fund an estimated six projects. However if the total budget allows us to fund more projects, we will. If some categories do not have proposals funding may move to other categories.

30. Will you email the questions and answers to us?

No, answers will be listed on the two websites listed on page 4, 12. of the RFP and sent if we have an address for the applicant agency.

31. Subcontractor-If subcontracting for various types of services, i.e. trainers (personnel cost); marketing materials, etc. In the proposal budget summary is there just one line for contracted services with a total? Are the details of how you will use subcontracted dollars described in the proposal and/or budget narrative only and not listed separate line under contracted services in the budget summary?

If you will be subcontracting for various types of services, include the budget information on all the subcontractors as one line item under the Direct Project Services category. In the budget narrative explain the individual types of subcontracted services. If salaries and benefits will be paid a subcontractor, please combine these costs together for any given

individual. In addition, include in your project plan, page 13 II.C.ii., the role and name of the participating subcontractor(s) in your project.

32. What is the maximum number of pages for the application?

There is no maximum on the number of pages.

33. Can we give you our letter of intent this morning? Or do you need it mailed?

Yes you may hand it in today!

34. May project be derivative of an internal project? Say would a small prototype of a wellness program and would like to build on the prototype? The prototype ran eight weeks, it was not a funded/established service.

Since it is our intention to fund either new services/programs or new populations served with effective, existing services, the only exception to the rule would be if in the prototype wellness program no funds of any kind were connected to the program, such as a volunteer run program.

35. Can projects charge a fee to participating program participants?

No, the Older Americans Act does not allow service fees to be charged to its participants. However, voluntary contributions are allowed and may be solicited in a non-coercive method of solicitation.

36. Do you expect the winning applicant agency to have the staff hired on the day that the grant contract is completed?

No, we understand that there may be start-up time needed, such as hiring project staff, coordinating with partner agencies, etc. We do expect that the agency will begin focusing on the first steps of the project development soon after the grant is awarded and a contract is finalized.

37. Should each proposal copy be fastened or stapled before submitting it to DSHS?

Yes, each of the six copies; one original (one sided) and five (two-sided) copies should be individually. fastened or stapled

38. *In the RFP instructions, on page 4, # 10, it states “in-kind contributions of staff time and other resources from partnering programs are expected. Applicants are encouraged to identify and leverage opportunities that will enhance the impact of their work. These may include cost sharing to support shared staff positions, donation of supplies and other resources, and other activities that are directly related to the project”. Where do we list the in-kind information in the proposal?*

Please describe the in-kind contributions in the narrative section under Section II. Proposed Project, #6 on page 13.

39. How do I receive a copy of the RFP application in a format, such as WORD, that I can use to fill out the RFP?

If you want to receive a copy of the application (pages 12-29) of the RFP template in a word format please send the RFP Coordinator an e-mail requesting the information and a copy will be returned to you by return e-mail.